

Sewage Disposal System and/or Water Supply Construction Permit

- Complete an [Application](#) for Sewage Disposal and/or Water Supply Construction Permit. Information needed for the application includes: A telephone number where you can be reached during the day, the number of bedrooms your house will have, whether you will have a basement and basement plumbing, and whether you will be chemically termite treating your new home. [Fees Will Apply](#).

Please Note: For vacant lots with new construction, you must apply for building and/or zoning clearances at the county's building & zoning offices before making application with the health department. The county will not release the building permit until a construction permit has been issued.

- Submit with your application a plat that shows the metes and bounds (dimensions) of the property. On the plat, sketch locations of all existing and proposed structures, wells, septic systems, and any source of water contamination within 200 feet. [Site Sketch Sample](#)
- An appointment for a site visit to test the soil and determine suitable locations for the well/septic system will be scheduled within two weeks from the date the application is submitted (may be longer during peak building periods).
- **Before the scheduled site visit, you must:**
 - Backhoe pits are required for Health Dept staff to perform the soils evaluation required to issue a certification letter or construction permit for an on-site sewage disposal system. The cost of hiring the backhoe operator and making arrangements for the site visit are the responsibility of the applicant. This policy may apply for lots without an active permit even if previously approved by the Health Department as part of a subdivision and for any Level 2 reviews of work submitted by a private soil consultant, CPSS, AOSE or professional engineer (PE) when deemed appropriate by this office.
 - Mark property lines clearly with either flagging, stakes or cut lines.
 - Mark the house site clearly with either flagging or stakes.
 - Identify your lot (i.e., sign on tree with your name or lot number).
 - Clear the site sufficiently to determine topography/test soil
- The Environmental Health Specialist may not perform a soil study if the site has not been prepared as above.
- After all site work has been completed, the construction permit will be issued if an acceptable site is found. If the application must be denied or if additional information and time is required you will be notified. ***Please Note: Albemarle County requires a well to be drill on lots less than 21 acres before issuing a building permit.***
- Septic tank contractors are required to call for an inspection after he installs the system. He must call before 9:00 a.m. for a same-day inspection.
- Well Drillers or anyone doing any work on a well should notify the health department before any phase of the well construction process is started so that an inspection can be scheduled.
- To issue an Operation Permit (final approval), the health department must have received at least a water well completion report, a completion statement from the septic tank contractor, a negative water sample report, and all required inspections must be completed. Contact the Health Department for more information. Additional paperwork may be needed depending on the type of systems installed.